Policy 450.07
UPC/PLU Collection

Introduction This policy outlines the steps that will be taken when UPCs/PLUs are submitted for approval for the Iowa WIC Approved Product List (APL) outside of the official submission timeframe.   Product information may be submitted by grocery vendors, manufacturers, warehouses, WIC agency staff, or WIC participants.

Submitting product information When submitting product information, use of the "Iowa WIC UPC Submission Form" is recommended to ensure all required product information is submitted for a complete product review.

The "Iowa WIC UPC Submission Form" is located on the IDPH WIC Website at http://idph.iowa.gov/wic/ewic-vendors and on the WIC WebPortal under the Training and Resources sections. The form can also be found in Policy 450.07a.

Completed forms should be faxed to the State WIC office or e-mailed to IowaWIC@idph.iowa.gov.

Receiving product information

If the product information is submitted via…..	Then
E-mail	The request will be forwarded to one member of the vendor team.
Fax	The form shall be placed in the physical mailbox titled "UPC Requests". Vendor staff should regularly check this mailbox for submissions.

Submission information should initially be saved in the "In Process" Folder at the NHP\WIC\EBT\WIC EBT Project Management\H-UPC APL Management\UPC Request Forms Received\In Progress .

Note: The vendor staff member who receives the request should follow through the request through completion.

UPC/PLU Collection, Continued

UPC/PLU Approval/ Rejection steps	The following steps will be followed to determine if a product submission is eligible for the Iowa WIC Program.

Step 1	Determine if the UPC/PLU is already in Focus. • If yes, notify the requester that the UPC/PLU is already in Focus. • If no, move to the next step.
Step 2	Determine if the UPC/PLU has already been through the approval process and has been documented on the UPC Collection spreadsheet found at: …NHP\WIC\EBT\WIC EBT Project Management\H-UPC APL Management\UPC Request Forms Received\UPC Collection\UPC Collection.xls • If yes, no action is required. • If no, move onto the next step.
Step 3	Verify that the request includes all necessary information to determine if the product is WIC eligible. • If yes, move to the next step. • If no, contact the requester to gather the needed information.
Step 4	The vendor staff will determine whether the product needs to be reviewed by a nutrition consultant. • If yes, move to the next step. • If no, move to Step 6
Step 5	The vendor representative will provide product submission information to one of the WIC nutrition consultants for review.

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UPC/PLU Collection, Continued

Rejection steps Rejection steps**, continued

Step 6	The submission documentation will be reviewed to determine if the product will be approved or not. The UPC Spreadsheet should be updated with all necessary information. If the product is not approved, a reason should be noted in the UPC Spreadsheet. **Note:** If the nutrition consultant reviewed the product information, notify via e-mail, the individual on the vendor team who originally provided the product information the following information: • The review is complete. • Whether the product is approved or not.
Step 7	If the product is WIC eligible, all required information, including peer group pricing, will be added to Focus. **Note:** The Focus system will not support moving a UPC/PLU once it is saved under a category/subcategory. The eWIC host will reject the full UPC if there are duplicate UPCs/PLUs in the file, even if different dates are entered. If a duplicate UPC/PLU is entered in the system, the UPC/PLU must be moved immediately after entry via a database administrator.
Step 8	After product information is entered into Focus, all documentation submitted for the product should be moved into the Completed Request Folder found here: …NHP\WIC\EBT\WIC EBT Project Management\H-UPC APL Management\UPC Request Forms Received\COMPLETED Requests This should be completed by the person who started the approval process.
Step 9	A vendor representative will contact the requester to notify them on whether the product will or will not be added to the APL. If the product is not approved, the requester will be notified as to the reason why.

Note: All steps should be completed within 24-48 hours of the receipt of the product information.

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